
Platting Standards Committee

Staff Recommendation Summary

DRAFT Document – For Discussion Purposes Only

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**PLANNING &
DEVELOPMENT
DEPARTMENT**

Notification Requirements

Objective(s):

1. Ensure notification area for applications with variances, special exceptions, and public hearings are easy to administer and clear to everyone.
2. Ensure notification letters sent to adjacent property owners are received with adequate advance notice prior to the meeting.
3. Require removal of notification signs in a timely manner.

Recommendation(s):

1. For replats that require a public hearing under state law: Maintain the 250' notification area radius and eliminate the 500' distance along the street. Increase the minimum number of days before the Commission meeting a notification letter is sent out from 16 days to 20 days. This recommendation does not impact the submittal date for this application type.
2. For in-city variances and special exceptions: Expand the notification area radius from 250' to 300' and eliminate the 500' distance along the street. Increase the minimum number of days before the commission meeting a notification letter is sent out from 7 days to 20 days. This recommendation would move the standard submittal date for an in-city variance application from 10 days before the Commission meeting to 24 days before the meeting (one standard Planning Commission cycle earlier).
3. Maintain the requirement to send notifications to pertinent civic associations registered with the City and to the respective district council members. Expand requirements to include notice to all At-Large Council Members and applicable Management Districts.
4. Establish a requirement for a notification sign to be removed within 30 days of final commission action. Include pertinent authorization within the Code to allow the Director, the Director's designee, or the City's Sign Administration to enforce this requirement.
5. Convene a *Working Group* comprised of neighborhood representatives and other interested committee members to improve the effectiveness of information included in the City's notification letters and signs.